

Instructions for Completing FY 2011 Defense Appropriations Form:

1. Priority – This is **mandatory** for every request. 1 represents the highest priority, 2 represents the second highest, etc.

Each Member may have separate priority lists for project, program, and language requests.

2. Member – Provide the name of the Member who is making the request.

3. Staff Contact – Provide the appropriate point of contact who can discuss the request.

4. Phone – Provide the appropriate office phone number.

5. Member's Signature – An authentic Member's signature is required for every request. Forms without a signature cannot be considered.

6. Military Service Branch – The Military Service or DoD component that is to be the recipient of your request. This is typically Army, Navy, Marine Corps, Air Force, or DoD Defense-Wide.

7. Appropriations Account – Provide a valid appropriation account (a list is provided on website).

8. 2011 Budget Line Item – Provide the title of line under which this request would be funded as it appears in the FY 2011 DoD Budget Materials. Please reference the DoD Program Justification Materials (M1,O1,P1,R1), located on the Defense Comptroller website:

<http://www.defenselink.mil/comptroller/budgetindex.html>

9. Provide only one of the following:

- a. **Military Personnel** – Requires the budget activity number.
- b. **O&M** – Requires the budget activity and sub-activity group numbers.
- c. **Procurement** – Requires the P-1 Line number.
- d. **RDTE** – Requires the R-1 Line Number **AND** the Program Element number.
- e. **Intel** – Requires the MIP/NIP number, if appropriate.
- f. **Defense Health Program** – Requires choice of O&M, Procurement, or RDT&E funding.
- g. **Drug Interdiction and Counter-Drug Activities**

10. Name of Project Requested – Provide a fully descriptive name for the requested project.

11. Project Description – Provide a clear description of a justifiable military requirement. This information must be provided before a request can be considered. There is **no limit** to the amount of characters allowed on the online submission. Please be thorough in your description.

12. Benefit to DoD – Provide a clear explanation of the benefit this project provides to DoD. This information must be different from the project description. There is **no limit** to the amount of characters allowed on the online submission. Please be thorough in your description.

13. Congressional Funding History – Provide the appropriation for this project, if applicable, for the past 5 years. If not applicable, enter "0." This is the funding for the specific **PROJECT**, not the budget line for which the project is requested.

14. DoD Supporting Program Manager/Agency - Provide the name and contact information for the person/agency within DoD that supports the project. This can **NOT** be a Congressional liaison.

15. FY 2011 Budget Amount – Provide the amount requested for this **PROJECT** in the President's FY 2011 Budget Submission. If no request was included, enter "\$0". This is **NOT** the amount of funding for the line in which the project is requested.

16. Member's FY 2011 Request – Indicate the FY 2011 funding and/or language request. For bill and/or report language, please be thorough, but brief. Historically, the subcommittee has included few language requests.